



## DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT

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| ANNOUNCEMENT<br>NUMBER: 12-04-109                  | OPENING DATE:<br>01-03-05              | CLOSING DATE:<br>01-21-05 | OPEN TO ALL APPLICANTS   |
| POSITION:<br>Transcript Records Clerk<br>JS-303-07 | TYPE OF APPOINTMENT:<br>Career Service |                           | SALARY: \$34,184-\$44,439<br>DC Courts non-judicial employees receive<br>federal retirement and benefits |
| DIVISION: Court<br>Reporting and Recording         | LOCATION: 500 Indiana Avenue, NW       |                           | Tour of Duty: Full-time  |

**BRIEF DESCRIPTION OF DUTIES:** Accepts and coordinates all transcript requests and disseminates them to court reporters or transcribers for preparation. Checks vouchers and billing statements for accuracy and forwards them to appropriate agencies for disbursement. Accepts payments for transcripts. Assists and interacts with the public on a daily basis. Acts in a clerical capacity for all court reporters, transcribers, judges, division directors, attorneys and litigants on matters relating to transcripts of judicial proceedings. Enters and maintain accurate information on court cases in the Computer Tracking System. Prepares monthly reports regarding transcript production of reporters. Enters court record data to efficiently control transcript flow between Superior Court and The District of Columbia Court of Appeals.

**MINIMUM QUALIFICATIONS:** A high school diploma or General Equivalence Diploma (G.E.D.) and at least two (3) years of general office experience. Please submit copies of your high school diploma or G.E.D. certificate, and your most recent performance evaluation with your application (if available).

**SELECTION PROCESS:** All candidates who meet the minimum qualifications will be scheduled for testing on Keyboarding (typing accuracy and speed at 40 wpm corrected for errors) and Language Arts (grammar, spelling, punctuation, abbreviations, capitalization, possessives, number usage). A structured oral interview may also be required. Selecting officials will conduct reference checks and may consider corrective action files and performance appraisals before making a final selection.

Submit Court Application to:

DC Courts, Human Resources Division, 515 5<sup>th</sup> St., NW, Room 213, Washington, DC 20001.

For further information call (202) 879-0496 or visit our job site at [www.dccjobs.gov](http://www.dccjobs.gov).

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.